

Office 2007 FOR DUMMIES®

by Wallace Wang



Wiley Publishing, Inc.

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About the Author

The author currently divides his time between writing computer books, writing articles for *CPU Magazine*, performing stand-up comedy, and writing and speaking on a weekly comedy radio show along with fellow comedians Rick Gene, Wes Sample, and Justin Davis. The show airs on 103.7 Free FM in San Diego (<http://1037freefm.com>).

He also spends much of his time trying to keep his various computers running properly using an odd mixture of Windows, Linux, and Mac OS X software. Eventually, he hopes to find the elusive combination of hardware and software that can create the mythical dream of a computer that actually works when you want it to.

Dedication

This book is dedicated to a variety of people, including the following:

All the long-suffering victims forced to learn the arcane features of Microsoft Office, which seem to change with every version, not always for the best. Take heart. You're not stupid — it's the people who write, sell, and encourage the clumsy and complicated computer programs on the market who are the really stupid ones.

All the friendly folks at the Riviera Comedy Club, located at the Riviera Hotel & Casino (www.theriviera.com) in Las Vegas: Steve Schirripa (who appears in HBO's hit show, *The Sopranos*), Don Learned, Bob Zany (www.bobzany.com), Gerry Bednob, Russ Rivas, Bruce Clark, Darrell Joyce, and Kip Addotta.

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We're proud of this book; please send us your comments through our online registration form located at www.dummies.com/register/.

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Introduction



Microsoft Office 2007 contains loads of new features. Unfortunately, finding — let alone using — these new features can be troublesome. So, with Office 2007, Microsoft added its most important feature ever — making the programs easier to use.

Office 2007's biggest change is its new user interface. If you're familiar with the more traditional pull-down menus and toolbar icons from previous editions of Microsoft Office, you'll soon find that this latest version of Microsoft Office is designed to help you make the most out of Word, Excel, PowerPoint, Access, and Outlook so you can find the features you need and use them right away.

Who Should Buy This Book

This book is targeted toward two distinct groups. First, there are the people already familiar with Microsoft Office who want to bone up on the new ways that Office 2007 works. For these people, this book can serve as a handy reference to finding where Microsoft put various commands in the new Office 2007 user interface.

Then there's a second group of people who may not be familiar with any Microsoft Office program at all. For these people, this book can serve as a guide through word processing (Microsoft Word), number calculations (Microsoft Excel), presentations (Microsoft PowerPoint), database management (Microsoft Access), and managing your personal resources like time, appointments, and e-mail (Microsoft Outlook).

No matter how much (or how little) you may know about Microsoft Office, this book introduces you to the most common features so you can start being productive with Office 2007 right away.

How This Book Is Organized

To help you find what you need, this book is organized into parts where each part covers a different program in Office 2007.

Part I: Getting to Know Microsoft Office 2007

Microsoft Office 2007 may look confusing at first glance, but after you understand how it works, you'll find that it's surprisingly easy to use. This part of the book explains the new Office menus and toolbars while also showing you common commands that you can use in any Office 2007 program. By the time you finish this part of the book, you'll better understand how to use the individual programs that make up the rest of Office 2007.

Part II: Working with Word

Word processing is the most popular use for Office 2007, so this part of the book explains the basics to using Word. Not only does this part of the book explain how to create and save text, but it also covers different ways to alter text, such as using color, changing fonts, adding headers and footers, checking spelling and grammar, and printing your written masterpiece so it looks perfect.

Part III: Playing the Numbers with Excel

If you need to manipulate numbers, you need Microsoft Excel. This part of the book explains the three basic parts of any spreadsheet, how to format data, how to create formulas, and how to create different types of charts to help you visualize what your spreadsheet numbers really mean. Not only will this part of the book give you the lowdown on spreadsheets, but it shows you how Microsoft Excel can make creating, formatting, and displaying spreadsheets simple and easy — and most importantly, useful and fun.

Part IV: Making Presentations with PowerPoint

Throw away your overhead transparencies and clumsy whiteboard and pads of paper. If you need to give a presentation to a large group, you need to know how to create colorful and visually interesting presentations using PowerPoint instead. With PowerPoint, you can organize a presentation into slides that can display text, pictures, and even animation. By mastering

PowerPoint, you can create presentations that grab an audience's attention and emphasize the points you want to make.

Part V: Getting Organized with Outlook

Almost nobody feels like they have enough time to stay organized, so this part of the book explains why and how to use Microsoft Outlook. With Outlook, you can read, sort, and write e-mail, keep track of appointments, store names and addresses of your most important contacts, and even organize your daily to-do tasks. By reading about how to use Outlook in this part of the book, you can see how to turn your computer into a personal assistant to make you more productive.

Part VI: Storing Stuff in Access

If you need to store large amounts of information, such as tracking inventories, organizing customer orders, or tracking prospective customers, you may need to use a database program like Microsoft Access. In this part of the book, you'll see how to use Access to store, retrieve, sort, and print your data in different ways. With Access able to slice and dice your information, you can better analyze your data to understand how your business really works.

Part VII: The Part of Tens

Almost every program offers multiple ways of accomplishing the same task, and Office 2007 is no exception. After you get familiar with using Office, take a peek in this part of the book to read about different types of shortcuts you can use to work with Office even faster than before. This part of the book also offers tips for using Office to make the programs even easier and more useful. By the time you get to this part of the book, you may not be an Office expert, but you'll be much more comfortable using Office — and then you'll feel comfortable exploring and experimenting with different features on your own.

How to Use This Book

Although you can just flip through this book to find the features you need, consider reading Part I of this book to discover how the new menus and toolbar icons of Office 2007 work and how they differ from previous versions of

Microsoft Office. After you understand the basics to the way Office 2007 works, you'll have a much better understanding for how each specific program works.

Conventions

To get the most from this book, you need to understand the following conventions:

- ✓ The *mouse pointer* appears as an arrow and serves two purposes. First, you use the mouse pointer to select data (text, numbers, e-mail messages, and so on) to change. Second, you use the mouse pointer to tell Office 2007 which commands you want to use to change the data you selected.
- ✓ *Clicking* means moving the mouse pointer over something on the screen (such as a menu command or a button), pressing the left mouse button once, and then letting go. Clicking tells the computer, "See what I'm pointing at? That's what I want to choose right now."
- ✓ *Double-clicking* means pointing at something with the mouse pointer and clicking the left mouse button rapidly twice.
- ✓ *Dragging* means holding down the left mouse button while moving the mouse. Dragging typically moves something from one location to another, such as moving a word from the top of a paragraph to the bottom.
- ✓ *Right-clicking* means moving the mouse pointer over something and clicking the right mouse button once. Right-clicking typically displays a shortcut menu of additional options.

In addition to understanding these terms to describe different mouse actions, you also need to understand different keystroke conventions too. When you see an instruction that reads Ctrl+P, that means to hold down the Ctrl key, press the P key, and then let go of both the Ctrl and P key at the same time.

Icons Used in This Book

Icons highlight important or useful information.



This icon highlights information that can save you time or make it easier for you to do something.



This icon emphasizes information that can be helpful, although not crucial, when using Office 2007.



Look out! This icon highlights something dangerous that you need to avoid before making a mistake that you might not be able to recover from again.



This icon highlights interesting technical information that you can safely ignore but which might answer some questions for why Office 2007 works a certain way.

Getting Started

The best way to master anything is to jump right in and start fiddling with different commands just to see what they do and how they work. In case you're afraid of breaking your computer or wiping out important data, play around with Office 2007 on a "dummy" document filled with useless information you can afford to lose (like your boss's income tax returns).

Here's your first tip. Any time you do something in Office 2007, you can undo or take back your last command by pressing Ctrl+Z. (Just hold down the Ctrl key, press the Z key, and release both keys at the same time.) There, now that you know about the powerful Undo command, you should have a surging sense of invulnerability when using Office 2007, knowing that at any time you make a mistake, you can turn back time by pressing Ctrl+Z to undo your last command.

If you get nothing else from this book, always remember that the Ctrl+Z command can save you from yourself. See? Mastering Office 2007 is going to be easier than you think.

Part I

Getting to Know Microsoft Office 2007

The 5th Wave

By Rich Tennant



"The odd thing is he always insists on using the latest version of Office."

In this part . . .

At first glance, Microsoft Office 2007 may seem a complicated beast that gobbles up megabytes of hard drive space and offers enough features to overwhelm even the most battle-hardened veteran of the personal computer wars. But after you get over your initial impression (or fear) of Office, you can understand (and even admire) the elegant madness behind its massive bulk.

Despite the fact that Microsoft Office 2007 contains more commands than any sane person could ever possibly use, it can be conquered. Perhaps the most important part of this book explains the completely redesigned user interface of Microsoft Office 2007. While this user interface may look strange and confusing at first, it's actually much easier to learn than previous incarnations of Microsoft Office. After you get familiar with this new user interface, you'll find yourself being more productive than ever before.

To guide you through the multitude of commands you may need to get your work done, Office provides several ways to get help, one of which (hopefully) will actually provide you with the answers you need.

Besides showing you how to get help within Office, this part of the book also explains how to get the various programs of Office started in the first place. After you start using Office, this part of the book also shows you some of the more common keystroke and menu commands that all Office programs share. That way when you figure out how to use one Office program, you can quickly learn and use any other Office program with a minimum of retraining and hassle, and you can then join the ranks of the many happy people already using Microsoft Office 2007 to get their work done.